

# Nashville District

## Human Resources Newsletter

### "News You Can Use"

Issue 01-07-04  
1 July 2004

The purpose of this newsletter is to keep Nashville District employees informed about personnel issues, concerns, and topics. You are encouraged to review the information and disseminate to your organization. If there are particular areas of interest that you would like to see addressed in future issues, an article of general interest, or general comments, please contact John Restey at 615-736-5538 or [John.G.Restey@lrn02.usace.army.mil](mailto:John.G.Restey@lrn02.usace.army.mil).

## Coming Events:

**FEGLI (Federal Employee Group Life Insurance)-  
OPEN SEASON—1 SEPT-30 SEPT 2004**

## General News:

### **CONVERSION -- STUDENT CAREER EXPERIENCE PROGRAM**

For more information regarding the policies and procedures on converting SCEP's please go to OPM's question and answer page at:

[http://www.opm.gov/employ/students/QS&AS.asp#Conv\\_of\\_SCEP](http://www.opm.gov/employ/students/QS&AS.asp#Conv_of_SCEP)

### **NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) UPDATE**

The Office of the Secretary of Defense revised NSPS web site has been launched. This site will serve as the primary source of information on NSPS and it will be updated frequently. It is recommended that all civilian employees and military supervisors of Army civilian employees regularly visit this site. The site may be accessed at the following link: <http://www.cpms.osd.mil/nsps/>. We will continue to post significant releases and Army-unique information on the Army NSPS web site found here at Civilian Personnel On Line. On June 7, 2004, representatives of Department of Defense (DoD), OPM and the Services met with representatives of the national unions within DoD for the

NSPS labor-management meeting. A second meeting has been scheduled for June 29, 2004. **TAKEN FROM THE ARMY CIVILIAN PERSONNEL BULLETIN DATED JUNE 04**

## **ARMY TO DEPLOY NEW AUTOMATED HR TOOLS**

During the last two years, the HR community has been diligently working to enhance Resumix functionalities in order to improve the Army suite of recruitment and staffing tools and to develop and deploy additional automated HR tools. The Resumix Redesign effort was to be accomplished in three phases. Phases I and II are complete. These two phases involved changes to accommodate the move to a single, centralized Resumix database and deployment of Web-based Referral Lists, enhanced vacancy announcement builder, ANSWER applicant notification system, standardized application processes, automated Reemployment Priority List (RPL) program and OPM authority to conduct ACWA examinations.

The Army's implementation of phase III is scheduled to begin in August. The first tools to be deployed will be the automated Delegated Examining tool and the Electronic Recruitment Case File tool. Deployment of the automated Delegated Examining tool is a huge step forward in our capability to streamline, simplify and expedite the examination and referral of external candidates. This tool will benefit both the HR community and managers. The DEU tool:

- Allows managers and subject matter experts to "weight" Resumix skills used in the examination process to ensure higher quality referrals
- Eliminates the need for traditional "crediting plans" involving Knowledge, Skills and Abilities (KSAs)
- Allows managers to use same Resumix Skill Search Plan developed for internal merit promotion
- Streamlines external and internal recruitment into one simplified Resumix process.
- Eliminates the need for hard copy referral list, resumes, SF 171 and OF 612. Referral lists and resumes will be electronically generated for external recruitments as they are currently issued for internal merit promotion recruitments
- Allows the manager to receive and review the internal and external referral lists simultaneously
- Allows CPOC and CPAC personnelists to conduct internal and external recruitment simultaneously, thereby significantly reducing the amount of time required to provide quality referral lists.
- Allows personnelists to take advantage of the streamlined processes that are already being used to evaluate internal applicants under Resumix.
- Allows CPOC managers to decentralization their Delegated Examining Units and make better use of resources previously dedicated to the manual external recruitment effort.

Following deployment of these two new staffing tools, Army will deploy an upgrade of their Resume Builder and an automated Interest and Availability (I&A) tool. The I&A tool will allow HR specialists to assess applicant's availability by automatically notifying and querying individuals who have previously applied to open, inventory type announcements. An on-line "screen-cam" will be developed and made available to the public on using the new Army Resume Builder. Later this summer, the Army will introduce a new employment page which will offer applicants expanded search capability. Additional initiatives in the works are the implementation of a subscription service for applicants allowing them to register and receive automatic notification of job openings that suit their interests.

*Robin Carper*

CHRA, Productivity and Enhancement Div

### **EDUCATION STATEMENT FOR ANNOUNCEMENTS**

CHRA has coordinated the below standard statement with HQDA for addition to vacancy announcements. This will be included in both internal & external announcements.

CHRA POC is Lyn Krout, [linda.krout@chra.army.mil](mailto:linda.krout@chra.army.mil)  
<<mailto:linda.krout@chra.army.mil>>, DSN 458-1755 or 410-306-1755.

#### **Standard Statement:**

“Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of Education websites at - [www.opm.gov/qualifications](http://www.opm.gov/qualifications) <<http://www.opm.gov/qualifications>> and <<http://www.ed.gov/admins/finaid/accred/index.html>>”

### **TWO UNION-BACKED OUTSOURCING MEASURES ADDED TO SENATE DEFENSE BILL**

Legislation to give civil servants new rights to challenge government outsourcing decisions inched closer to law Monday when the Senate attached it to the fiscal 2005 Defense authorization bill. The legislation would let federal workers appeal the outcome of public-private job competitions to the General Accounting Office - a right currently enjoyed only by contractors. In separate action, the Senate added an amendment to the Defense bill that would make it easier for the Pentagon to shift work from contractors back to government employees. Both measures were approved by unanimous consent.

TAKEN FROM GOVEXEC.COM By Jason Peckenpaugh

## **Health and Benefits:**

## **SOCIAL SECURITY NUMBER PRIVACY**

On June 15, the House Social Security Subcommittee held a hearing on the need to protect the privacy of Social Security numbers in order to prevent identity theft. The subcommittee heard from a number of lawmakers and interest groups from both the public and private sector.

The General Accounting Office (GAO) prepared testimony on the issue, finding that state and local government agencies are taking steps to protect Social Security number privacy but given the open nature of certain government records, the numbers are too often displayed. In particular, SSNs appear in documents such as financial transactions and court documents. The GAO recommends Congress consider a unified approach to safeguarding SSNs at all levels of government. Click here to read the [transcripts from the hearing](http://waysandmeans.house.gov/hearings.asp?formmode=detail&hearing=153&comm=4) <

<http://waysandmeans.house.gov/hearings.asp?formmode=detail&hearing=153&comm=4>

>. Taken from [impa-hr.org](http://impa-hr.org)

## **FREE THRIFT SAVINGS PLAN NUMBER**

### **QUESTIONS AND ANSWERS REGARDING THE TOLL FREE TSP NUMBER**

**(1-TSP-YOU-FRST or 1-877-968-3778)**

**. When will the TSP offer a toll-free number to participants?** **A.** You can call the ThriftLine using the new toll-free number beginning July 1, 2004.

**Q. Who can use the toll-free number?** **A.** Callers in the 50 States, District of Columbia, the Virgin Islands, Puerto Rico, Guam, American Samoa and Canada can use the new toll-free number.

**Q. What is the new number?** **A.** The new number is **1-TSP-YOU-FRST** (1-877-968-3778).

**Q. What about other international callers?** **A.** Other international callers should continue to use the old ThriftLine number (1-504-255-8777). This is **not** a toll-free number.

**Q. Is there also a new toll-free TDD number for hearing-impaired participants?** **A.** Yes, the TDD number is **1-TSP-THRIFT5** (1-877-847-4385). Callers outside the United States and Canada will continue to call 1-504-255-5113. **Q. When can I reach the TSP Service Office?** **A.** The newly expanded TSP Service Office hours are Monday through Friday, 7:00 a.m. - 9:00 p.m., eastern time.

**Q. Why is the TSP offering this service to TSP participants?** **A.** Not all participants have access to the TSP Web site, and some agencies do not permit employees to use official telephones to make inquiries about their TSP accounts. This new service will make it easier for all participants to manage their TSP accounts.

**Q. Why is the TSP offering this new service at this time?** **A.** In addition to the existing call center in New Orleans, Louisiana, we are opening a new call center in

Cumberland, Maryland. The two centers will complement each other during normal operations and “back up” each other during weather-related or other local events which could otherwise interrupt service. While we were investigating the feasibility of the new call center, we learned that we could obtain this toll-free service at a reasonable cost and at the same time improve our disaster recovery capability. We took this opportunity to enhance our service to you.

## **Food for Thought:**

**When someone asks you, "A penny for your thoughts," and you put your two cents in, what happens to the other penny?**

